



DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM

2009 TREE MANAGEMENT GRANT

GRANT PROGRAM OBJECTIVES

- To promote the proper management and care of trees through sound arboricultural practices
- To promote urban tree canopy efforts
- To enhance and promote the proper stewardship of Delaware's urban forest resources
- To encourage sustainable urban and community forestry programs throughout Delaware
- To assist communities in the maintenance and management of community forest resources

Grant funds can help communities develop an effective urban and community forestry program through the following types of projects:

- Tree inventories for street trees, parks, and other public open spaces
- Development of a professional community forestry plan
- Tree maintenance (pruning, hazard tree removal, stump and debris removal)

INSTRUCTIONS

- Eligible projects must be performed on public lands within the community. By definition, public lands are those lands that are owned by the state, county, local government, or community civic association. Public lands include parks, green-ways, recreation areas, and public rights-of-way or easements.
- **Urban and Community Forestry grants are not intended to provide ongoing funding.** Priority will be given to first time applicants or those communities that have not received an urban forestry grant in the last three years.
- **MATCHING FUNDS**
 - Grant requests must not exceed **\$5,000**. Matching funds must be equal to or greater than the grant amount requested.
 - Matching funds **MUST NOT INCLUDE** either federal funds or in-kind service provided by the Delaware Forest Service.
 - Planning and Tree Board meetings must not exceed 25% of in-kind match.
 - Match must be received by project completion date in order for grant funds to be released.
 - Match must be directly related to the project - no mowing, playground equipment, etc.
 - Match dated before June 1st, 2009 will not be accepted.
 - If trees are removed with grant funds, we encourage planting replacement trees, which can also serve as match for tree management grant funds. All tree planting work must conform with American National Safety, ANSI 300.0 – 2001 standards. However, certain species are not recommended for planting; please refer to the Delaware Forest Service's recommended tree list.
- The volunteer labor rate for 2009 is **\$21.28**. Please see the attached billable rate schedule for equipment used as in-kind match.

- Applicants may not **submit more than two (2) projects** and each project must be on a separate application form.
- **No materials or work** may be purchased or performed without an approved purchase order from the Delaware Forest Service. This will ensure payment of bills and invoices in a timely manner to the community.
- Volunteer groups must have the written consent of a local community official who is authorized to make decisions about planting and/or maintaining trees at the proposed project location.
- All pruning must conform to the American National Safety Institute, ANSI – 300.0 – 2001. To obtain a copy of these standards, please visit the ISA website at www.isa-arbor.com or contact the Delaware Forest Service at (302) 659-6705.
- Applications must be postmarked no later than, **Tuesday, June 30th, 2009. NO FAXED OR EMAIL SUBMISSIONS.**

Submit Application Package to:

*Delaware Forest Service
Urban and Community Forestry Grant Program
2320 S. DuPont Highway
Dover, DE 19901*

- Receipt of application by the Delaware Forest Service will be made via email.

APPLICATION PACKAGE REQUIRED ELEMENTS

1. **Cover Page** that is complete
2. **Project Narrative** describing how the proposed tree management project meets grant program objectives, scope of the project, number of trees maintained, justification, any partners, volunteers, or school groups involved, any educational components, and any other background information, etc.
3. **Finalized Site Plan** that includes accurate locations of utilities, trees proposed for maintenance activities (pruning, removal, etc.), structures, roads, and sidewalks. This plan should reflect the project objectives. Maps should be detailed indicating the location of each tree that is to be maintained or removed. In addition, the site plan must include a **vicinity map** showing the location of the site within the community. Maps can be created at: <http://datamil.delaware.gov/>
4. **Proposed Budget** for the project. This section describes the cost of the requested trees, matching funds, and in-kind services.
5. **A letter from a community official or parks and recreation supervisor** supporting the project and identifying a responsible group for the project (such as civic association, community parks department, etc.). Consent letters should be written by leaders that have authority within the community to approve the proposed project, for example the mayor, park superintendent, or homeowner association president.
6. **Three contractor bids** are required. Bids can be waived with documentation of contractor already on contract with the community. If three bids cannot be provided, please provide a written explanation why they could not be obtained. Bids must be on official company letterhead in order to be accepted.
7. **Completed signature box** on last page.

In order to be considered for ranking, applications must clearly and concisely address these required elements.

EVALUATION CRITERIA

All grants will be ranked for the following criteria:

1. New communities or applicants that have not received funds in the past three years. (2pts)
2. Tree City USA or Delaware Tree Friendly Community (1pts)
3. Does the project promote community/partnerships? (5pts)
4. Educational components (5pts)
5. Tree Management activities address an urban tree canopy goal or sustainable urban forestry. (5pts)
6. Project will make a direct impact to improve water quality and the urban forest. (5pts)
7. Overall project quality. (7pts)

RECIPIENTS OF A 2009 TREE MANAGEMENT GRANT

- Will receive a letter of congratulations and a procedural guide by *August 01, 2009*.
- Will sign a contract with the Delaware Forest Service stipulating that the trees will be managed as specified in the grant application.
- Will be required to submit an updated W9 Form to allow your organization to receive grant funds from the State of Delaware.
- Will receive a purchase order after signing a grant contract. **No materials or services may be purchased without an approved purchase order from the Delaware Forest Service.**
- Will send a representative to the Urban and Community Forestry Workshop in September 2009.
- Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to tree work. This will allow a forester from the Delaware Forest Service to be present.
- Will complete the project by *April 30th, 2010* and submit a project summary report within two (2) weeks of project completion.
- Will receive grant amount upon completion of project and submission of summary report.

ANY QUESTIONS CONCERNING THE 2009 TREE MANAGEMENT GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO

Henry Poole
Urban Forestry Coordinator
Delaware Forest Service
Office (302) 659-6705
Mobile (302) 943-3593

OR:

Kyle Hoyd
Urban Forester
Delaware Forest Service
Mobile (302) 943-7869



State of Delaware Urban & Community Forestry Advisory Council 2009 Tree Management Grant Application

PLEASE NOTE: If all elements including this cover page are not addressed, this grant application will not be ranked for funding consideration.

1. COVER PAGE

Project Title:	
Organization Name:	
Mailing Address:	
Project Lead:	
Phone:	
Fax:	
Email:	
County	

Total Amount Requested:	\$
Total Match:	\$
Total Project:	\$
Total Number Trees Maintained	
Projected Completion Date	

Legislative District Information:

Legislative Body	District Number	Name
Senate		
House of Representatives		

2. PROJECT NARRATIVE (Please describe how the proposed project meets grant program objectives, scope of the project, number of trees maintained, reasons for maintaining or removing trees, justification, any partners, volunteers, or school groups involved, any educational components, and any other background information. Please be descriptive. Photos are encouraged.)

3. PROPOSED BUDGET:

Instructions: Each grant request must be no more than \$5,000 and matched dollar for dollar. Match can be either cash or in-kind services or a combination of both. Complete the worksheet below and submit it with your grant application. An unclear or inadequate budget may result in your proposal not being ranked for funding.

Materials/Contractual Services

Supplies (gator bags, mulch, stakes, etc.....) \$ _____

Contractor (tree removal, pruning, etc.....) \$ _____

Equipment Rental (chipper, tractor, etc.....) \$ _____

Other..... \$ _____

(explain)_____

Total Amount Requested \$ _____

Amount of Match: Grants must be matched dollar for dollar with cash, in-kind, or a combination of both. You can include volunteer time, municipality crew time, equipment use, etc. Administration and planning activities must not exceed one-quarter of the total match.

Cash..... \$ _____

In-Kind (list source)

Administration/ Planning..... \$ _____

Volunteers (Please describe below)..... \$ _____

Other (replacement trees, etc..)_____ \$ _____

Other _____ \$ _____

Total Match* \$ _____

**This line should be greater than or equal to the Total Amount Requested above*

4. SITE PLAN & VICINITY MAP: *(Include proposed project location and detailed locations of each tree being maintained or removed, existing structures, utilities, etc.)*

City/ Town:	County
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5. CONTRACTOR BIDS: (Please attach three contractor bids and complete table below or note why you are exempted.)

Contractor Contact Summary:

Name	Telephone Number

- 6. LETTER FROM COMMUNITY OFFICIAL** (Please attach letter from a community official that has authority within the community to approve the proposed project, for example the Mayor, park superintendent, or homeowner association president.

7. SIGNATURES

As the representative of the community or civic association, I understand that if approved for the Urban and Community Forestry Grant funds, the community shall be responsible for the following:

- Matching all grant monies with either non-federal dollars or with “In-Kind” non-federally funded service of like or equal value.
- Enter into a contract with the Delaware Forest Service to complete the approved project as defined within the application.
- To attend the Urban and Community Forestry Grant Workshop in September 2009

Project Lead Signature

Date

Mayor/ Town Manager/ HOA President Signature

Date